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UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON 25, D. C.

CIVIL ACCOUNTING AND  
AUDITING DIVISION

SEP 1 1958

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Mr. [REDACTED]  
Chief, Fiscal Division  
Central Intelligence Agency

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Dear Mr. [REDACTED]:

The proposed minor revision of your Time and Attendance Report Form No. 20, submitted for approval with your letter of November 26, 1958, has been reviewed by this Office. The form being revised was originally approved by the Acting Comptroller General under date of April 2, 1956 (B-59998) for use in lieu of stock accounting forms provided for this purpose.

Under the provisions of the General Accounting Office Manual, 9 GAO 1030, such approval in effect authorized adoption and use of the revised form as an agency accounting form as provided in 9 GAO 1040. Proposed revisions of such forms do not require advance approval by this Office, but will be reviewed and evaluated in connection with the review and evaluation of the agency accounting system as a whole.

However, your cooperation in submitting the proposed revision to this Office for review in advance of adoption is appreciated. Among other things, it affords us the opportunity to determine whether any features of the proposed revision are appropriate and desirable for general application to the corresponding stock accounting form.

Based on our review, we believe that the revision proposed will enhance the utility of the form and that it conforms to payroll accounting principles prescribed by the Comptroller General.

When the revised forms are printed, we shall appreciate your forwarding four copies thereof for our files.

Very truly yours,

S. B. Savage, Jr.

S. B. Savage, Jr.  
Deputy Director

Document No. \_\_\_\_\_

Review of this document by GSA has determined that

☒ CIA has no objection to declass

☐ It contains information of CIA

interest that must remain

classified at TS S C

Authority: HR 70-2

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